**Randolph Middle School PTO**

**Board Meeting Minutes**

**November 14, 2017**

The Randolph Middle School PTO held a meeting of the PTO Board on October 10, 2017 in the RMS Library. President Diane Crowther presided. Mary Rantala served as Secretary. Board members Marina Badir, Brian Bambauer, Lia Benton, Adrienne Campolmi, Diane Crowther, Kristin Dodd-Tarleton, Robin Hill, Margaret Huckabee, Tara Howard, Sassy Lojko, Terri Random, David Slater, Andee Smith, Kim Stojkovich, and Jane Strader attended.

**Call to Order**

Diane Crowther called the meeting to order at 6:01 p.m.

**Principal’s Report**

(Principal Brian Bambauer reported.)

* **Lottery**: The CMS Magnet Lottery opened on November 13, 2017.
* **Open Houses:** RMS Open House dates are coming up, including one scheduled for November 16 at 9:30 a.m.
* **Honor Roll Celebration:** The 719 students on the A/B honor roll at RMS will celebrate with doughnuts the afternoon of November 16. The board discussed how to utilize identifying wrist bands and rosters distributed to teachers to determine which students are admitted.

**Approval of Minutes and Financials**

The Board approved the minutes from the October 2017 Board meeting.

**President’s Report**

(President Diane Crowther reported.)

* **President Elect:** The board approved Adrienne Campolmi as President Elect.
* **PTO Memberships:** So far there are 51 individual and 58 family PTO memberships. This is low compared to prior years.
* **General PTO Membership Meeting:** There will be a General PTO Membership meeting just prior to the 7th/8th grade band concert on Tuesday, December 12. At that time, President Diane Crowther will present Adrienne Campolmi as President Elect for 2017-2018, will encourage more families to join the PTO, will highlight many of the great things the PTO has been doing this school year, and will ask for more parents to contribute to the capital campaign. Robin Hill, campaign chair, will have an informational table at this meeting.
* **Highlighting the PTO:** The board discussed generally how to do a better job highlighting what the PTO accomplishes for the school. One current event to highlight is the recent successful Beautification Day. We will try to highlight that in the next eBlast, pending eBlast chair’s Jeff Nemecek’s agreement.
* **Habitat:** Habitat Chair Kristin Dodd-Tarleton met with teacher Ms. Mitchell to discuss the ‘Habitat’ on school grounds near the front entrance, which was originally an IB project years ago in which students created an officially certified Wildlife Habitat. One requirement of that certification is that there be fresh water, which Horizons created with a man made pond and pump. Signage at the habitat is old and the pond is difficult to maintain. Horizons, Art, and the Garden Club are interested in taking on ownership for the Habitat but the board believes that it is in the best interest of the school to fill in the pond, foregoing the certification. There are concerns about the safety of having an unfenced man made pond on school grounds and about the difficulty of keeping the pump working/pond in good shape. Habitat chair Kristin Dodd-Tarleton will get a quote on 1) filling in the pond and 2) fixing and fencing the pond, and Brian Bambauer will talk to Horizons facilitator Sarah Wheeler to make sure there is no other information we would need to consider prior to removing the pond.

**Treasurer’s Report**

(Treasurer Kim Stojkovich reported.)

* **Financials:** Kim discussed the financials as of October 31, 2017, including the following items of note:
  + **Agendas:** The improperly booked Agendas and PTO Memberships have been properly sorted and rebooked. Now Agendas is only showing a $300 loss, which is much improved. These corrections have led to a restatement of the September 30, 2017 financials. The Board voted on and approved these restated September financials.
  + **Other Items:** Other items of note in the October numbers are Instructional Support (purchase of Scholastic Junior Readers) and Technology (improvements and repairs to the Maker Space printers).
  + **Unallocated Funds:** The PTO still also has $8800 in unallocated funds, which can be used in the event of a capital campaign shortfall.
  + **Spirit Night:** The PTO has not received disbursement of funds from SmashBurger raised during several recent monthly Spirit Nights. Sassy Lojko will contact SmashBurger about this.
  + **Financials Approved:** The Board voted on and approved the October 31, 2017 financials as presented.
  + **Review:** Kim asked for a volunteer to help review the quarterly PTO financials, a requirement. Robin Hill agreed.

**Committee Reports**

(As reported by Committee Chairs)

* **Beautification:** Chair Margaret Huckabee shared that the beautification day on November 11 was a huge success. Thirty people came to help. The biggest task was picking up trash around campus, but volunteers planted flowers, blew leaves, and more. The board agreed that we should look into purchasing new trashcans for needed locations around campus. Margaret held a drawing for a prize with the names of those that helped; Mr. Bambauer drew the name tonight. The winner will receive a $20 Tropical Smoothie gift card. Margaret plans to do a bulletin board, eBlast and school announcement about the successful event. She asked that eBlasts always include activity dates on the side panel if accompanying articles include dates in them.
* **Teacher Grants**: Committee Co-chair Lia Benton reported that the committee has received ten applications. Two have been approved and funding disbursed: Science (Sheep Eyeballs) and Math (wireless speakers). Two have been approved and not disbursed: English (novel sets) and PE (new equipment). Still more applications have been received but need to be revised a bit. The goal of the grants to benefit as many students as possible across as many grades and subjects as possible.
* **Critical Needs:** Chair Jane Strader shared that thirteen RMS students have been identified as in need and we have thirteen family sponsors who will provide needed items and a gift for the holidays.
* **Scholarships:** Chair Andee Smith shared that the committee has received sixteen applications for 8th grade Disney trip and eleven applications for the 6th grade Atlanta trip (double those received in 6th grade last year). No details for the 7th grade trip have been determined yet. The committee suggests that we fund 40% of expenses for all twenty seven applicants to date and that we adjust remaining available funding as needed for any applications received for 7th grade in the future. We do have some flexibility in the amount of funding available in total. The Board agreed with this proposal.
* **Parent Coffees and Seminars:** Chair Marina Badir shared that Jonathan Hetterly of Southeast Psych has agreed to come speak one evening in January. She is still working on the exact date. He will speak for one hour about topics specific to middle school and then have an hour for questions. She also suggested the idea of having a future joint presentation of the RMS Academic Facilitator and IB coordinators from RMS, East Meck, and/or Myers Park. The Board agreed.
* **Open House:** President Diane Crowther shared that Shelia Poku-Kankam and Mrs. Grayboyes need help with upcoming open houses for tours of the school.
* **Direct Giving:** Chair Robin Hill shared that we are still behind in this year’s campaign. We have received approximately the same number of donations as this same time last year but they are of lower amounts and have less associated matching gifts. Last year 25% of total money raised came from matching gifts and that is not the case this year so far.
* **Spirit Night:** Chair Sassy Lojko shared that she is arranging for new Spirit Night Smashburger signs.
* **Spirit Wear:** President Diane Crowther shared that Spirit Wear is sold every Friday before school. RMS just received a reorder of sweatshirts for sale

**Upcoming Dates:**

* November 16, 9:30 a.m. Prospective Parent Open House
* November 15, 2:00 p.m. A/B Honor Roll Doughnut Celebration
* December 7, 6:00 p.m. Prospective Parent Open House
* December 12, 4:00 to 9:00 Smashburger Spirit Night
* December 12, 6:00: Next Board meeting
* December 12 General PTO Meeting prior to 7th/8th Grade Band Concert

The meeting was adjourned at 7:00 p.m.

Submitted by Mary Wright Rantala, Secretary

***Attachments:***

*Revised September 30, 2017 Financials*

*October 31, 2017 Financials*